

INSPECTION CHECKSHEET #1

CLIN REQUIREMENT: Building Operations

SUB-CLIN REQUIREMENT: Perform Equipment Checks

REFERENCE: QASP Inspection Guide

PERFORMANCE RATINGS: Overall Rating Pass/Fail, Individual Item Pass/Fail or Not Applicable this Rating Period = NA

CHECKSHEET AQL 100%

TASK	Pass/Fail/N/A	AQL Performance Criteria	Weight	Rating Comments
1. Equipment Check inspections are documented and all reports are in the CMMS and contractors file and available for IRS inspections - Contract Section 3.1.4.		The AQL is achieved if 95% of the required equipment checks were documented in the CMMS system and the contractor's office files, and all documentation was available for IRS review.	10%	
2. The BOP is being followed with only minor omissions or nonconformance to the BOP and/or contract requirements observed. All BOP documentation is available for IRS review.		The BOP was followed with less than 3 instances of nonconformance during the month. All required documentation (chiller logs, boiler logs, etc.) was recorded and available for IRS review.	20%	
3. Equipment is operated in an effective manner without any unscheduled outages occurring to critical building systems due to neglect or operator errors.		The AQL is achieved if all equipment was operated effectively with zero instances where unscheduled outages occurred to critical building systems due to neglect or operator errors.	15%	
4. Reserved		Reserved	N/A	N/A
5. Reserved		Reserved	N/A	N/A
6. There is a current start up and shut down schedule being followed for all energy intense building equipment greater than 5 HP.		The AQL is achieved if the BOP start-up and shut down schedule has been implemented and all energy intensive equipment was operated IAW the approved schedule with less than 3 instances where the schedule was not followed.	15%	

TASK	Pass/Fail/N/A	AQL Performance Criteria	Weight	Rating Comments
7.The Service Provider strictly adheres to all IRS EMS plan requirements per Contract Section 3.9, TE-13, and ISO 14001 standards unless directed in writing by the COTR		The AQL is achieved if all EMS plan and ISO 14001 criteria was followed with two or less minor omissions or instances of non performance. No major or serious performance issues were observed and documented.	10%	
8. Hazardous wastes generated by the performance of this contract are stored on site for no more than 30 days IAW Contract Section 3.9 unless approved in advance by the COTR. And are identified, controlled, stored, and disposed of IAW all local, state, and federal laws and IAW Contract Section 3.9.		The AQL is achieved if 100% of all hazardous waste was removed from the site within thirty days of its generation and was controlled, stored, and disposed of IAW all local, state, and federal laws and IAW contract section 3.9.	5 %	
9. The contractor accounts for all refrigerants used and notifies the COTR when discovering that refrigerants have been released to the environment or can not be accounted for IAW the contract requirements.		The AQL is achieved if refrigerant usage was tracked and documented and 100% of all known instances of refrigerant having been released and/or known loses in refrigerant inventories was reported to the COTR for the month.	5%	
10. The contractor maintains complete records of all hazardous materials brought on-site IAW CFR Part 370 and Contract section 3.10.6.1.		The AQL is achieved if 100% of the SP's records/log documentation matched the actual inventory of hazardous materials on-site.	20%	
OVERALL RATING				

Summary Documentation/Rating Comments:

IRS MWI Signature (if required): _____ Date: _____

IRS COTR Signature: _____ Date: _____

Project Manger Receipt/Signature: _____ Date: _____

INSPECTION CHECKSHEET #2

CLIN REQUIREMENT: Building Operations

SUB-CLIN REQUIREMENT: Building Systems Water Treatment

REFERENCE: QASP Inspection Guide

PERFORMANCE RATINGS: Overall Rating Pass/Fail, Individual Item Pass/Fail or Not Applicable this Rating Period = NA

CHECKSHEET AQL 100%

TASK	Pass/Fail/ N/A	AQL Performance Criteria AQL	Weight	Rating Comments
1. The monthly independent water testing analysis has been performed/ documented and the monthly report indicates that all water systems are within the established water treatment program tolerances and/or corrective and effective actions are being undertaken to correct water reading levels within the appropriate tolerances.		The AQL is achieved if 90% of the monthly water treatment report validated that all water systems were treated effectively and were within the established water treatment program tolerances and/or corrective actions were taken to correct water reading levels to bring them within the appropriate tolerances within the QASP month.	40%	
2. All chemicals in use are IAW the approved water treatment plan and all necessary automated chemical water feed equipment has been furnished as required and all equipment is calibrated and functioning properly IAW Contract Section 3.2.1 with only minor omissions or calibration deficiencies observed in performance of the equipment.		The AQL is achieved if all chemicals used were IAW the approved water treatment plan and all required chemical equipment for each type of water system was provided to implement the approved water treatment plan and the equipment was operational and calibrated so that water chemical tolerances were maintained effectively during the QASP month and/or the COTR was notified of any deficiencies by the contractor and what steps they took to repair/calibrate the equipment.	40%	
3. The Water Treatment program has been entered into the CMMS and PM tasks are issued to affect the program IAW contract section 3.2.2.		The AQL is achieved if the monthly independent water treatment testing has been scheduled and documented in the CMMS via scheduled PM tasks.	10%	

TASK	Pass/Fail/ N/A	AQL Performance Criteria AQL	Weight	Rating Comments
4 Weekly testing by on-site personnel of all water systems are conducted and documented IAW contract section 3.2.3 and the water chemistry reading tolerances are IAW the approved plan and/or immediate corrective actions were taken.		The AQL is achieved if the on-site weekly water testing has been performed for each applicable system and documented in the CMMS system.	10%	
OVERALL RATING				

Summary Documentation/Rating Comments:

IRS MWI Signature (if required): _____ Date: _____

IRS COTR Signature: _____ Date: _____

Project Manger Receipt/Signature: _____ Date: _____

INSPECTION CHECKSHEET #3

CLIN REQUIREMENT: Building Operations

SUB-CLIN REQUIREMENT: Service Calls

REFERENCE: QASP Inspection Guide

PERFORMANCE RATINGS: Overall Rating Pass/Fail, Individual Item Pass/Fail or Not Applicable this Rating Period = NA

CHECKSHEET AQL 100%

TASK	Pass/Fail/ N/A	AQL Performance Criteria AQL	Weight	Rating Comments
1. 90% of the inspected service calls during the month are responded to and completed timely IAW contract required timeframes.		The AQL is achieved if a minimum of 90% of the inspected SC's were completed within contract required timeframes. If a deferral is granted by the COTR on a given service call, it should not be counted against the contractor as an untimely occurrence during the analysis for the month.	20%	
2. 90% of inspected service calls during the month were completed with quality workmanship IAW acceptable trade practices and IAW contract requirements with only minor omissions or deficiencies observed in performance of service call workmanship.		The AQL is achieved if a minimum of 90% of the inspected SC's were completed with quality workmanship IAW acceptable trade practices and IAW contract requirements with only minor omissions or deficiencies observed in performance of service call workmanship.	20%	
3. 90% of the inspected service calls during the month are documented with accurate and complete information with only minor omissions or deficiencies in completion of service call documentation.		The AQL is achieved if a minimum of 90% of the inspected SC's were completed with the appropriate documentation IAW contract requirements with only minor omissions or deficiencies observed in the documentation of individual service calls based on the requirements found in Contract Section 3.3.9.	5%	

TASK	Pass/Fail/ N/A	AQL Performance Criteria AQL	Weight	Rating Comments
4. 90% of the service calls are returned to the Government within 24 hours after the service call work was performed IAW contract section 3.3.9 and the approved workflow chart.		The AQL is achieved if a minimum of 90% of the completed SC's were returned and date stamped to the Government COTR or inspector within 24 hours after the completion of the work stated on the completed SC ticket. If the ticket was not date stamped by the contractor upon returning it to the COTR or inspector with the government timestamp, then it shall be counted as late.	5%	
5. The appropriate deferral was requested by the contractor in 90% of the instances where a deferral was required and where urgent/routine service calls were not completed within contract time frames due to circumstances beyond their control IAW 3.3.3.3 and 3.3.3.4.		The AQL is achieved if a written deferral was requested by the contractor in a minimum of 90% of the instances where a deferral was required due to SC's not being completed within contract time frames.	5%	
6. The appropriate deferral was requested by the SP in 100% of the instances where a deferral was required and where emergency service calls were not completed within contract time frames (2 days) due to circumstances beyond their control IAW 3.3.3.1.		The AQL is achieved if a written deferral was requested by the contractor in 100% of the instances where a deferral was required due to emergency SC's not being completed within contract time frames.	10%	
7. Hot/Cold, Routine, and Urgent SC's are effectively performed without deferrals due to inadequate spare parts availability.		The AQL is achieved if less than 3 instances were documented where the contractor requested a deferral for a hot/cold, urgent, or routine service call due to the lack of spare parts, tools, materials, or supplies. Two (2) instances may be exceeded if the contractor has demonstrated to the COTR's satisfaction that they have made every reasonable effort to obtain spare parts in a timely manner. This shall be sufficient justification for an approved deferral.	5%	

TASK	Pass/Fail/ N/A	AQL Performance Criteria AQL	Weight	Rating Comments
8. Emergency SC's are effectively performed without deferrals due to inadequate spare parts availability.		The AQL is achieved if ZERO instances were documented where the contractor requested a deferral for <u>emergency</u> SC's due to the lack of spare parts, tools, materials, or supplies that were listed in the bi-lateral inventory of critical spare parts agreed to be maintained on-site or to be furnished with JIT suppliers. If the contractor has demonstrated to the COTR that they have made every reasonable effort to obtain spare parts in a timely manner this shall be sufficient justification for an approved deferral.	10%	
9. Temperature in facility office space locations are effectively maintained IAW Contract Section 3.1.3. If HVAC design capacities are deemed inadequate to meet heat/cooling loads, heating/cooling complaints are deemed invalid.		The AQL is achieved if 90% of the office space locations are effectively being maintained IAW Contract Section 3.1.3. Where the COTR has given a written directive for the contractor to maintain different temperatures than those mentioned above or where HVAC design capacities are deemed inadequate to meet office heat/cooling loads, the temperature sample will be deemed invalid and shall not be used in the evaluation analysis. Temperatures samples will be documented by weekly inspections performed by the COTR and/or MWI and maintained in a monthly log.	10%	

TASK	Pass/Fail/ N/A	AQL Performance Criteria AQL	Weight	Rating Comments
10. Temperatures in IT Spaces are effectively being maintained IAW Contract Section 3.1.3. If HVAC design capacities can not meet heat/cooling loads, temperature samples are deemed invalid and shall not count as a deficiency.		The AQL is achieved if 90% of the IT space locations are effectively being maintained IAW Contract Section 3.1.3. Where the COTR has given a written directive for the SP to maintain different temperatures than those mentioned above or where HVAC design capacities are deemed inadequate to meet office heat/cooling loads, the temperature sample will be deemed invalid and shall not be used in the evaluation analysis. Temperature samples will be documented by weekly inspections performed by the COTR and/or MWI and maintained in a monthly log.	10%	
OVERALL RATING				

Summary Documentation/Rating Comments:

IRS MWI Signature (if required): _____ Date: _____

IRS COTR Signature: _____ Date: _____

Project Manger Receipt/Signature: _____ Date: _____

INSPECTION CHECKSHEET #4

CLIN REQUIREMENT: Building Operations

SUB-CLIN REQUIREMENT: Preventive Maintenance

REFERENCE: QASP Inspection Guide

PERFORMANCE RATINGS: Overall Rating Pass/Fail, Individual Item Pass/Fail or Not Applicable this Rating Period = NA

CHECKSHEET AQL 100%

TASK	Pass/Fail/NA	AQL Performance Criteria	Weight	Rating Comments
1. 95% of the scheduled PMs were completed IAW the approved PM scheduling for the month. PMs that have been granted approved deferrals by the COTR will not be counted in this analysis.		The AQL is achieved if a minimum of 95% of all scheduled PM's for the QASP month were date stamped and returned to the government COTR or inspector as completed.	25%	
2. 95% of the inspected PMs were completed IAW the approved PM guide card.		The AQL is achieved if a minimum of 95% of the inspected PM's were completed with workmanship IAW contract PM guide cards.	15%	
3. At least 95% of all the necessary IRS approved inventory changes were affected in the CMMS system and completed within the contract required time frame of 7 days this month with only minor omissions or deficiencies observed in accuracy of inventory documentation.		The AQL is achieved if a minimum of 95% of the CMMS equipment changes were made in the CMMS system within the contract required time frame of 7 days for this QASP month with only minor omissions or deficiencies observed in accuracy of inventory documentation.	15%	
4. At least 95% of completed PM tickets are turned in with accurate and complete documentation after completing the PM within 2 business days (not counting holidays and weekends) with only minor omissions or deficiencies observed in completion of PM documentation.		The AQL is achieved if a minimum of 95% of the PM tickets were turned in with accurate and complete documentation within 2 business days (not counting holidays and weekends) after completing the PM with only minor omissions or deficiencies observed in completion of PM documentation on each ticket. . If the ticket was not date stamped by the contractor upon returning it to the COTR or inspector with the government timestamp, then it shall be counted as late.	10%	
5. PM work that is deferred is approved by the COTR and accurately captured in the		The AQL is achieved if a minimum of 95% of all PM's shown as deferred in the	10%	

TASK	Pass/Fail/NA	AQL Performance Criteria	Weight	Rating Comments
Monthly PM report.		CMMS system were granted a written deferral by the COTR and were accurately reflected in the contractors Monthly PM report.		
6. 100% of the certifications were completed IAW the approved scheduling for the month.		The AQL is achieved if a minimum of 95% of the certifications were completed IAW the approved scheduling for the QASP month. Certifications that have been granted approved deferrals by the COTR will not be counted in this analysis.	25%	
OVERALL RATING				

Summary Documentation/Rating Comments:

IRS MWI Signature (if required): _____ Date: _____

IRS COTR Signature: _____ Date: _____

Project Manger Receipt/Signature: _____ Date: _____

INSPECTION CHECKSHEET # 5

CLIN REQUIREMENT: Building Operations

SUB-CLIN REQUIREMENT: Environmental Management

REFERENCE: QASP Inspection Guide

PERFORMANCE RATINGS: Overall Rating Pass/Fail, Individual Item Pass/Fail or Not Applicable this Rating Period = NA

CHECKSHEET AQL 100%

TASK	Pass/Fail/NA	AQL Performance Criteria	Weight	Rating Comments
1. The Service Provider strictly adheres to all IRS EMS Plan requirements per contract section 3.9, TE-13, and ISO 14001 standards unless directed in writing by the COTR.		The AQL is achieved if all EMS plan and ISO 14001 criteria was followed with two or less minor omissions or instances of defective performance. No major or serious performance issues were observed.	50%	
2. All Asbestos Containing Materials (ACM) discovered are removed in accordance with directions from the COTR and OSHA, State, and EPA regulations IAW Contract Section 3.9.8. All Asbestos Containing Materials (ACM) removal was properly documented and permanent records are being maintained in the contractor's office files IAW Contract Section 3.9.8.3.		The AQL is achieved if 100 % of all instances where ACM was removed during the month the removal and permanent records were properly documented and maintained in the contractor's on-site files in accordance with all Federal, State, and local Government regulations and laws.	10%	
3. The contractor accounts for all refrigerants used and notifies the COTR when discovering that refrigerants have been released to the environment or can not be accounted for IAW Contract Section 3.9.5.1.		The AQL is achieved if refrigerant usage was tracked and documented and 100% of all known instances of refrigerant having been released and/or known loses in refrigerant inventories was reported to the -COTR for the month.	15%	
4. The contractor maintains complete records of all hazardous materials brought on-site IAW CFR Part 370 and Contract section 3.9.6.1.		The AQL is achieved if 100% of the contractor's records/log documentation matched the actual inventory of hazardous materials on-site and the inventories were available for Government review (with only minor omissions or deficiencies observed in the program	25	

Technical Exhibit 12-C
 Quality Assurance Surveillance Plan
 Inspection Check Sheets – Operations and Maintenance
 April 7, 2009
 Contract Location: ECC – Kearneysville WV
 Solicitation Number: TIRNO09R00018

TASK	Pass/Fail/NA	AQL Performance Criteria	Weight	Rating Comments
		documentation).		
OVERALL RATING				

Summary Documentation/Rating Comments:

IRS MWI Signature (if required): _____ Date: _____

IRS COTR Signature: _____ Date: _____

Project Manger Receipt/Signature: _____ Date: _____

INSPECTION CHECKSHEET #6

CLIN REQUIREMENT: Building Operations

SUB-CLIN REQUIREMENT: Monthly Reports

REFERENCE: QASP Inspection Guide

PERFORMANCE RATINGS: Overall Rating Pass/Fail, Individual Item Pass/Fail or Not Applicable this Rating Period = NA

CHECKSHEET AQL 100%

TASK	Pass/Fail/ N/	AQL Performance Criteria	Weight	Rating Comments
1. The contractor provides daily reports by 9 am to the COTR on major equipment not operational IAW Contract Section 3.1.10.		The AQL is achieved if two or less instances of the report not being provided during the month by 9 AM occurred.	5%	
2. The contractor provides a comprehensive Monthly Accomplishments Report as Required by TE-6.		The AQL is achieved if the report was provided for the QASP month by no later than the 10th calendar day of the following month and the report includes all reports required by TE-6.	10%	
3. The contractor provides an accurate monthly report of PM accomplished as part of the monthly accomplishments report (in electronic and hard copy formats).		The AQL is achieved if the report was provided as required and there were 5 or less instances of the report not being accurate in terms of PM's being completed or not completed and PM's being deferred or not being deferred (Paragraph 3.14)	30%	
4. The contractor provides an accurate monthly report to the COTR on service call accomplishments as part of the monthly accomplishments report (in electronic and hard copy formats). (Paragraph 3.14)		The AQL is achieved if the report was provided as required and there were 5 or less instances of the report not being accurate in terms of SC's being reported as complete/incomplete and SC's being reported as approved deferrals.	20%	
5. The contractor provides an accurate monthly report to COTR on Equipment Checks accomplishments as part of the monthly accomplishments report (in electronic and hard copy formats).. (Paragraph 3.14)		The AQL is achieved if the report was provided as required and there were 5 or less instances of the report not being accurate in terms of equipment checks being reported as complete/incomplete.	5%	

TASK	Pass/Fail/N/	AQL Performance Criteria	Weight	Rating Comments
6. The contractor provides an accurate monthly IDIQ report to COTR on accomplishments as part of the monthly accomplishments report (in electronic and hard copy formats)..		The AQL is achieved if the report was provided as required with less than three (3) instances of the report not being accurate in terms of IDIQ orders being reflected in the Monthly IDIQ report with only minor omissions or deficiencies in the report details	10%	
7. The contractor provides an accurate monthly report of equipment certification accomplishments as part of the monthly accomplishments report in hard copy (in electronic and hard copy formats).		The AQL is achieved if the report was provided as required and there were 2 or less instances of the report not being accurate in terms of certifications being completed or not completed and certifications being deferred or not being deferred (Paragraph 3.14)	20%	
OVERALL RATING				

Summary Documentation/Rating Comments:

IRS MWI Signature (if required): _____ Date: _____

IRS COTR Signature: _____ Date: _____

Project Manger Receipt/Signature: _____ Date: _____

ANNUAL DELIVERABLE CHECKSHEET # 7

CLIN REQUIREMENT: Building Operations

SUB-CLIN REQUIREMENT: Annual Deliverables

REFERENCE: QASP Inspection Guide

PERFORMANCE RATINGS: Overall Rating Pass/Fail, Individual Item Pass/Fail or Not Applicable this Rating Period = NA

CHECKSHEET AQL 100%

TASK	Pass/Fail/NA	AQL Performance Criteria	Weight	Rating Comments
1. Test for Legionnaires disease has been performed IAW contract section 3.2.5 within the first 12 months of the contract and every year thereafter.		The AQL is achieved if the annual testing was performed during the first 90 days of each performance period and was documented by a written test report submitted to the COTR within the same time period.	10%	
2. A complete site-specific updated building equipment inventory has been developed and furnished to the Government during the first 90 days of each performance period by the contractor and is approved by the COTR IAW Contract Section 3.		The AQL is achieved if a complete site-specific updated building equipment inventory has been developed and was furnished to the Government during the first 90 days of each performance period by the contractor. In addition, a minimum of 95% of all building equipment shall be documented in the updated CMMS equipment inventory with the correct ID number, GSA guide card number, location, and description (with no critical equipment missing from the inventory) .	25%	

Technical Exhibit 12-C
Quality Assurance Surveillance Plan
Inspection Check Sheets – Operations and Maintenance
April 7, 2009
Contract Location: ECC – Kearneysville WV
Solicitation Number: TIRNO09R00018

TASK	Pass/Fail/NA	AQL Performance Criteria	Weight	Rating Comments
3. A complete site-specific Preventative Maintenance Program schedule has been developed and furnished to the Government during the first 90 days of each performance period by the contractor and is approved by the COTR IAW Contract Section 3.4.		The AQL is achieved if a complete site-specific Preventative Maintenance Program schedule has been developed and was furnished to the Government during the first 90 days of each performance period by the contractor. In addition, a minimum of 95% of all building equipment listed in the approved building inventory shall be scheduled in the CMMS PM schedule with the correct frequencies in accordance with the appropriate IRS guide card requirements (with no critical equipment missing from the schedule).	30%	
3. A complete site-specific Preventative Equipment Certification schedule has been developed and furnished to the Government during the first 90 days of each performance period by the contractor and is approved by the COTR IAW contract section 3.4.		The AQL is achieved if a complete site-specific Equipment Certification Program schedule has been developed and was furnished to the Government during the first 90 days of each performance period by the contractor. In addition, a minimum of 100% of all building equipment listed in the approved building inventory that requires certification testing shall be scheduled in the CMMS PM schedule with the correct frequencies in accordance with the appropriate IRS contract requirements (with no critical equipment missing from the schedule) .	25%	
5. An updated Quality Control Inspection Program has been developed and furnished to the Government during the first 90 days of each performance period by the contractor and is approved by the COTR IAW Contract Section 3.11		The AQL is achieved if the Quality Control Inspection Program has been developed and was furnished to the Government during the first 90 days of each performance period. In addition, the plan shall cover all aspects of the contract.	10%	

Technical Exhibit 12-C
 Quality Assurance Surveillance Plan
 Inspection Check Sheets – Operations and Maintenance
 April 7, 2009
 Contract Location: ECC – Kearneysville WV
 Solicitation Number: TIRNO09R00018

TASK	Pass/Fail/NA	AQL Performance Criteria	Weight	Rating Comments
OVERALL RATING				

Summary Documentation/Rating Comments:

IRS MWI Signature (if required): _____ Date: _____

IRS COTR Signature: _____ Date: _____

Project Manger Receipt/Signature: _____ Date: _____

INSPECTION CHECKSHEET # 8

CLIN REQUIREMENT: IDIQ Services

SUB-CLIN REQUIREMENT: IDIQ Repairs and New Work

REFERENCE: QASP Inspection Guide

PERFORMANCE RATINGS: Overall Rating Pass/Fail, Individual Item Pass/Fail or Not Applicable this Rating Period = NA

CHECKSHEET AQL 100%

TASK	Pass/Fail/NA	AQL Performance Criteria	Weight	Rating Comments
1. 90% of all IDIQ proposals are submitted IAW IRS contract format requirements and IAW time frames required for urgent and routine IDIQ proposal requests unless a written deferral is granted by the COTR.		The AQL is achieved if 90% of all IDIQ proposals were prepared and submitted in accordance with applicable IRS time constraints identified in Contract Section 4.3. For those instances where the proposal takes longer than is required by the contract, it shall not be included in the analysis as a deficiency as long as a written deferral was granted by the COTR	30%	
2 Completed work associated with IDIQ special orders are accomplished in accordance with industry trade practices and all workmanship was accepted as substantially complete by the COTR with only minor omissions or deficiencies.		The AQL is achieved if 90% of all IDIQ special orders were completed with workmanship that was accepted as substantially complete by the COTR with only minor omissions or deficiencies in workmanship IAW the special order scope of work, acceptable trade standards, and regulations identified in TE-9.	30%	
3. 90% of completed work associated with IDIQ special orders were accomplished in accordance with the approved Special Order timeframes as stated in the special order or within approved COTR extensions that were granted in writing.		The AQL is achieved if 90% of all IDIQ Special Orders were completed within the timeframes as stated in the Special Order that was awarded to the SP or within approved COTR extensions that were granted in writing.	20%	

TASK	Pass/Fail/NA	AQL Performance Criteria	Weight	Rating Comments
4. Contractor provided 3 quotes (unless directed otherwise in writing by the CO) for all subcontracted work when enough quality sources were available to gain competition IAW contract section 4.3.4 and as directed by the COTR.		The AQL is achieved if 90% of all IDIQ special orders were proposed with 3 quotes (unless directed otherwise in writing by the CO) where feasible. For those instances where it was impossible and/or not feasible to obtain 3 quotes due to time constraints and/or lack of interested/qualified bidders, this shall not be counted against the contractor in the QASP performance analysis if this has been discussed and approved in advance by the CO and COTR.	20%	
OVERALL RATING				

Summary Documentation/Rating Comments:

IRS MWI Signature (if required): _____ Date: _____

IRS COTR Signature: _____ Date: _____

Project Manger Receipt/Signature: _____ Date: _____